



Name: \_\_\_\_\_

- Turn on computer
- Log in windows
- Initiate web browser
- Locate the website
- Log in website
- Navigate to medical tab
- View documents from the task list
- Verbally describe the purpose of the task list
- Successfully add new item to the calendar
- Navigate to detainee information
- Access chart
- Select appropriate area to create new progress notes
- Successfully complete progress notes
- Select appropriate area to add new drug orders
- Successfully add a new drug order
- Successfully discontinue a drug order
- Process drug orders, locate the saved file and fax to the pharmacy
- Select appropriate area to document vital signs and flow sheets
- Locate medical history documents
- Locate mental health records and understand the mental health workflow process (if applicable)
- Compile a chart, locate the file and verbalize printing procedure
- Verbalize scanning procedure and successfully assign a document to the patient chart
- Successfully access the Physician Task List in order to monitor MD tasks and is able to assist the MD to log in to the system
- Log in to Offline MAR
- Select correct med distribution session
- Navigate through the Offline MAR
- Demonstrate ability to locate patient, initial MAR and use signature pad

Nurse/Trainer Post-Training Return Demonstration

- Understand sync requirements
- Locate EMR Call List
- Understand use of Quick Reference Guide and Training Manual for Troubleshooting
- Verbalize Back-up Process
- Use EMR Call List for additional items that need to be added or staff changes immediately (employee resignation, sync errors, error messages)

The above processes have been reviewed and understood with successful return demonstration where applicable.

_____	_____	_____
Nurse/In-house Expert	Title	Date
_____	_____	_____
Trainer	Title	Date